

INSTRUCTIONS FOR PROGRAM PROFILES

The IU will complete all four sections of the Program Profiles.

1. The IU Program Profiles lists IU operated services and programs which are NOT in LEA buildings.
2. The IU Program Operated in School District Buildings Profile lists IU operated services and programs in LEA buildings.
3. The Support Staff and Services Profile lists all related and other ancillary support services staff who are IU employees.
4. The Support Services (Contracted) Profile lists services that are contracted. Do not include whole-program contracts, only individual contractors.

The IU must list all current and proposed programs. This provides PDE with an in-depth view of the IU's special education service delivery system. The profiles are reviewed to ensure that an adequate continuum of services and programs in all areas of disabilities will be available to meet the needs of students with disabilities.

IDENTIFICATION COLUMN (ID):

This column is to be used **ONLY** to reflect **CHANGES** to your most recently approved Staff/Program Profile. **Please remove codes from previous actions.**

(Blank)	Those previously approved by PDE, which IU will continue
C	Changes in Full Time Equivalent (FTE) of staff or reassignments
D	Those previously approved by PDE which will be Deleted
M	Those previously approved by PDE which will be Moved to another location
N	New services/ programs/ classes
T	Those programs/classes to be Transferred between an IU and LEA.

OPERATOR COLUMN (OPR):

Describe who is operating the program. **Multiple codes may be used as applicable.**

C	Operated by others who Contract with the IU. Provide the name of the contractor in the next column in addition to location.
CS	Operated by a Charter School.
IU	Operated by an Intermediate Unit
CTC	Operated by a Career and Technology Center (CTC) (Comprehensive CTCs only)

LOCATION PROGRAM COLUMN:

Enter the name of IU/SD building or location of program. The IU may choose to denote the class by teacher initials for ease of identification.

BUILDING TYPE COLUMN:

Enter the type of building in which the service/program is to be operated.

- C A special education Center in which no general education programs is operated
- GE A building in which General Education programs are operated

TYPE OF SERVICE COLUMN:

Designation of the class based upon support provided for the majority of students assigned to the class.

Note: Any staff that does not fall in these categories should be listed in the Support Services Profiles.

- AS Autistic Support
- ES Emotional Support
- DHIS Deaf and Hearing Impaired Support
- LS Learning Support
- LSS Life Skills Support
- MDS Multiple Disabilities Support
- PS Physical Support
- SLS Speech and Language Support
- BVIS Blind or Visually Impaired Support

SUPPORT COLUMN:

If a teacher has students with different levels of support in their caseload, the caseload must be broken down with each level of support on a separate line and the FTE prorated to reflect the total caseload.

- I Itinerant (Special Ed. Supports and services provided by Special Ed. Personnel for 20% or less of the school day)
- S Supplemental (Special Ed. Supports and services provided by Special Ed. Personnel for more than 20% but less than 80% of the school day)
- FT Full-Time Special Education Class (Special Ed. Supports and services provided by Special Ed. Personnel for 80% or more of the school day)

STUDENT AGE RANGE (LOW TO HIGH) COLUMN:

Enter the age, in years, of the youngest student and of the oldest student in the class you are describing. A student with a disability eligible to receive special education services may not be placed in a class in which the chronological age from the youngest to the oldest student varies **beyond** three years in grade K-6 and four years in grades 7-12, unless an exception is determined to be appropriate by the Individual Education Program (IEP) team of the student whose age is outside the age range of the program where the student would be receiving special education services. (22Pa.SchoolCode§14.146)

Note: Please put an * after the school name under location program where an exception is determined.

CASELOAD COLUMN:

Using a separate line for each teacher, show the total number of students in their caseload. The following chart presents the caseload allowed on a single teacher's rolls. §14.105. For each staff person, indicate the projected total number of children that the IU Agency anticipates will be on that person's caseload for the next program year. **Related services other than Speech and Language Support or other ancillary staff caseloads must be placed on the Support Staff and Services Profile or Contracted Services Profile, not on the Staff/Program Profile.**

Type of Service	Itinerant (20% or Less)	Supplemental (Less Than 80% but More Than 20%)	Full-Time (80% or More)
Learning Support	50	20	12
Life Skills Support	20	20	12 Elementary 15 Secondary
Emotional Support	50	20	12
Deaf and Hearing Impaired Support	50	15	8
Blind or Visually Impaired Support	50	15	12
Speech and Language Support	65	x	8
Physical Support	50	15	12
Autistic Support	12	8	8
Multiple Disabilities Support	12	8	8

When completing the program profile, use a separate line for each teacher. Enter the total student numbers for each teacher's caseload. Any variance must be addressed through a request as designated in §14.105(c)

TEACHER - FTE COLUMN:

Enter the full-time equivalent of each member of the IU's staff as pro-rated for the class described. Use separate lines for staff with multiple assignments. For example, enter 1.00 (use no more than two (2) decimals) for a staff person who works with a class 100% of their time; 0.45 for a staff person who works with a class 45% of their time. For less than 1.00 FTE, caseload maximums are calculated by multiplying the FTE times the chart maximum.

For example, an itinerant LS caseload maximum of 50 for a 0.5 FTE is 25. For teachers who have students on their caseload with different levels of service, each level of service must be on a separate line and the teacher FTE adjusted for each level. For example, a LS teacher has 25 itinerant and 10 supplemental students on the caseload. That LS teacher must be listed in the program profile on 2 separate lines indicating a 0.5 FTE for each line.

FUND COLUMN:

Show the funding source of the FTE you list for each staff person. For staff with multiple funding sources, use separate lines to show each funding source and the corresponding FTE.

IDEA-BF	Individuals with Disabilities Education Act, Part B – Flow through
IDEA-BD	Individuals with Disabilities Education Act, Part B – Discretionary
LF	Local Funds
MA	Medical Assistance (ACCESS) source
SF	State Core and Direct Funds for the Intermediate Unit
VE	Vocational Education (Perkins) federal appropriation
ICP	State Institutionalized Children's Program funds
O	Other funding sources. An explanation must be provided.

TRANSFER OF ENTITY

Any transfers of classes or programs from the Intermediate Unit to a School District **must be submitted via a SEPRN or letter no later than March 31, of the current year**, for the upcoming year. Transfers for subsequent years must be submitted by March 31 of the school year preceding the anticipated transfer. Both the School District and Intermediate Unit must report the action. Both entities must submit a joint SEPRN or letter to PDE that is signed by the School District Superintendent(s) and IU Executive Director.

**SUPPORT STAFF AND SERVICES and
SUPPORT SERVICES (CONTRACTED) PROFILES**

Show any staff (individuals who do not have caseloads per Ch. 14.105) or services that are not included in the previous Program Profiles. For example, you should include on the Support Staff and Services Profiles service coordinators, interpreters, orientation & mobility specialist, and other hearing and vision support staff, OT, PT, supervisors, assistive technology service staff, psychologists, psychiatrists, social workers, etc.

TITLE/SERVICE COLUMN

Enter the job title of any staff that are not included in the Staff/Program Profile, for example, supervisor, service coordinator, OT, PT, assistive technology and services coordinator, psychologist, psychiatrist, etc. Any IU employee that does not have a caseload is listed on this profile. For e.g. individuals who may be part of an intake/evaluation team.

LOCATION COLUMN

Show the name of the site where the staff person is located. If one staff person is assigned to provide the same service at multiple locations, say multiple locations.